

# PHS Library Research Center

## MLA Guidelines

### General Formatting Guidelines

- Use 1 inch margins for entire paper.
- Use 12 point Times New Roman font.
- Include your last name and page # at top right of each page.
- Begin the first line of each Work Cited entry at the left margin. If the citation goes to the next line, indent 5 spaces.
- Double space between entries, and double space within them (check with your teacher).
- Citations should be in alphabetical order by author's last name. If no author, alphabetize by the first word in the title (skip a, an, the).
- Titles of publications are italicized.
- Dates are written as Day Month Year (Ex. 23 October 2007) Months are abbreviated to three letters (Mar.), except May, June, July, and Sept.
- Use the following abbreviations for missing information: n.p.=no place of publication; n.d.=no date; n.pag.= no pagination

### Book with one author

Last name, First name. *Title of Book*. Place of Publication: Publisher, Year. Medium.

Smith, Harris. *Our Twin: The Story of Cloning*. New York: Little Brown, 2005. Print.

### Book with multiple authors

Last name, First name, and First name Last name. *Title of Book*. Place of Publication: Publisher, Year. Medium.

Baskin, Bill, and Joe Miller. *Forensic Science: A Look at the Dead*. New York: Penguin Publishers, 2006. Print.

### Book or Pamphlet (Corporate Author)

Corporate Author. *Title of Book or Pamphlet*. Place of Publication: Publisher, Year. Medium.

Centers for Disease Control. *Cancer*. Washington, D.C.: CDC, 1989. Print.

### Book with an Editor (ed.), Compiler (comp.), or Translator (trans.)

Last name, First name, ed. *Title of Book*. Place of Publication: Publisher, Year. Medium.

Griffith, James, ed. *Artists Before Their Time: Modernists*. New York: Smith, 2001. Print.

### General Newspaper or Magazine Article (Print)

Last name, First name. "Title of Article." *Title of Periodical* Date: Pages. Medium.

Adler, Tina. "Two Views of a Swamp." *Science News* 22 July 1995: 56-67. Print.

### Literary Work in a Collection (Short Stories/Drama/Poetry)

Last name, First name. "Title of Work." *Title of Book*. Editor Name. Place of Publication: Publisher, Year. Pages. Medium.

Shakespeare, William. "Twelfth Night." *Shakespeare: The Complete Works*. Ed. L. Harrison. New York: Harcourt, 1970. 850-879. Print.

### Article in a Collection (Bloom, NCLC)

Last name, First name. "Title of Essay/Article." *Title of Original Source* (Year of Original Publication): Pages. Rpt. in *Title of Secondary Source*. Editor. Vol #. Place of Publication: Publisher, Year. Pages. Medium.

Griffin, Edgar. "School Uniforms Do Not Violate Rights." *Education* (1986): 122-128. Rpt. in *Opposing Viewpoints*. Ed. John Smith. Vol. 23. San Diego: Greenhaven, 2004. 121-127. Print.

Shear, Walter. "Generational Differences in The Joy Luck Club." *Critique* (1993): 28-30. Rpt. in *Amy Tan*. Ed. Harold Bloom. New York: Chelsea House, 2007. 82-84. Print.

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### **Reference Book (Encyclopedia, etc.)**

Last name, First name. "Title of Article." *Title of Reference Book*. Vol. Place of Publication: Publisher, Year. Medium.

Davis, Elise, ed. "The Civil War." *The World Book Encyclopedia*. Vol. 3. Detroit: Little, Brown, 2005. Print.

### **Articles from Library Databases (ex. Gale)**

Last name, First name. "Title of Article." *Title of Original Source*. Vol. (Year): Pages. *Title of Database*. Medium. Date of Access.

Jeffries, Dan. "Genetic Cloning Holds Key to Past." *Science Journal*. 31 (2007): 34-40. *Gale Science Resource Center*. Web. 13 Oct. 2006.

### **General Website**

Last name, First name. "Title of Article." *Title of Website*. Sponsoring Institution/ Publisher, Date of Publication. Medium. Date of Access.

*\*if no date is available for publication date or version, use n.d.*

Smith, Carol. "Arthritis." *Centers for Disease Control and Prevention*. CDC, 14 July 1999. Web. 25 Nov. 1999.

"Title of Article." *Title of Website*. Sponsoring Institution/ Publisher, Date of Publication. Medium. Date of Access.

"Verb Tenses." *The OWL at Purdue*. Purdue U Online Writing Lab, 2001. Web. 25 May 2000.

### **Television Program**

"Title of Episode or Segment." *Title of Program or Series*. Narrator. Network/Call letters, City of Local Station, Broadcast Date. Medium.

"The McCaughey Septuplets." *Dateline*. Narr. Ann Curry. NBC, New York, 19 Nov. 1998. Television.

### **Interview (Personal, Email, Telephone)**

Last name, First name. Type of Interview. Date.

Plugge, Lane. Personal interview. 15 Sept. 2007.

### **Video/DVD**

*Title of Film*. Director's First name Last name. Distributor, Year. Format.

*The Piano*. Dir. Jane Campion. Miramax, 1992. DVD.

### **Print and Electronic In-Text Citations**

Author's name not used in text- (last name and page numbers)

Ex. (Smith 23).

Author's name already used in text- (pages)

Ex. Tannen has argued this point (178-85).

Title with no author- ("Title of work" and pages)

Ex. ("Mandarin" 48)

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Revised 1/11/11